



BOARD MEETING MINUTES

Date: January 21, 2020 Time: 6:00pm Location: Media Center

School Board Norms of Engagement 2019 The Board of Aspen Academy will

Tenacity	<ul style="list-style-type: none"> form cohesion, cooperate, respectfully engage, listen effectively, and remain future minded.
High Expectations	<ul style="list-style-type: none"> keep students first, speak with one voice, operate as a governance board.
Integrity	<ul style="list-style-type: none"> always remain respectful to staff, employees, parents, students and other stakeholders, hear all voices before key decisions, maintain oversight, and work together to carry out our responsibilities.
No Excuses	<ul style="list-style-type: none"> always assume positive intent, be accountable for self-behaviors and their impact on board activities, be open to clarifying questions, constructive comments and relevant discussions, and read all materials before board meetings.
Kindness	<ul style="list-style-type: none"> treat each other with respect at all times, respect time allotted for all presentations at board meetings, and respect each other's time.

- CALL TO ORDER AT 6:05pm**

In attendance Julie Silvers-Stewart, Andrew Petrenko, Stehania Smitley, Stephanie Peterson, Misty Schutrop, Andrew Price, Rob Allison, Connie Freitag

Authorizer Comments _____

Community Comments _____

Community members must pre-register to speak at the meeting. Items are limited to those on the night's agenda. The Board Chair has the discretion to hear a community member who has not pre-registered, but items remain limited to those on the agenda.

- Motion: **Approval of Agenda with edit.**

First Smitley Second Peterson Yes X(7) No _____ Abst _____

- Motion: **Approval of Minutes** (December 10, 2019).

First Smitley Second Allison Yes X(7) No _____ Abst _____

ASPEN ACCOLADES (Dr. Gayle): Barry Gross for an outstanding and well attended middle school choir concert. Julie Martini for her work enrolling students and with the lottery. Angela Dunn for a wonderful Math Night with 102 kids.

Presentation by 4th Grade – Mrs. Sterna, Mrs. Tyler and Ms. Kemppainen

- Using Amplify Science, new curriculum, really liking it, kids are engaged. 4th & 5th grade are piloting it.
- Social Studies- working on mapping, middle ages projects in the display case, had museum day in December for parents and students.
- Writing – working on grammar, personal narratives, a research-based speech is coming up and writing an informative non-fiction piece on a topic.
- Reading – using guided reading, have been doing Fastbridge testing, Fontas & Pinnell testing to adjust groups. Reading Robin Hood, poetry coming in February and also working on fluency and comprehension. Using Fastbridge progress monitoring to target 2-3 students for interventions within each teacher's classroom.
- Math – finishing up Fastbridge testing, long division, will work on fractions then decimals. MN Math Corps is working with 4th-8th grade for a total of 18 students.

Thank you 4th grade!

Presentation from SEAC - Julie Silvers-Stewart

- Met before the board meeting. Committee will work to establish governance policies, meet quarterly. Becky Moser is the President.
- Mental health services are coming to school provided by Busse & Reid. Payments will go through a family's medical insurance. Info is coming soon to the community.
- SEAC would like to get the word out and have more people attend meetings.

Annual Meeting Business

- Election of New Officers
- **Nominee/s** Misty Schutrop, Andrew Price **for Board Chair.**

Votes Misty -4 Andrew - 1

Motion: **Approve** Misty Schutrop **for Board Chair.**

First Smitley Second Peterson Yes X(5) No ___ Abst Schutrop, Price

- **Nominee/s** Andrew Price **for Board Vice-Chair.**

Motion: **Approve** Andrew Price **for Board Vice-Chair.**

First Peterson Second Silvers-Stewart Yes X(6) No ___ Abst Price

- **Nominee/s Rob Allison for Board Treasurer.**

Motion: **Approve Rob Allison for Board Treasurer.**

First Smitley Second Peterson Yes X(6) No ___ Abst Allison

- **Nominee/s Stephanie Smitley for Board Secretary.**

Motion: **Approve Stephanie Smitley for Board Secretary.**

First Allison Second Peterson Yes X(6) No ___ Abst Smitley

Committee Assignments:

Program Services - Stephanie Smitley, Julie Silvers-Stewart

Marketing and Community Engagement – Andrew Price, April Schafer

Board Elections, Responsibilities & Governance - Misty Schutrop, Stephanie Smitley

Finance & Facility - Rob Allison, Michael Faulise, Misty Schtrop, Andrew Price

Strategic Planning - Andrew Price, Stephanie Peterson, Andrew Petrenko, Rob Allison

Approve the following consent agenda items:

- **Hires - Resignations – Terminations – Non-Renewals**
 - Nicole Suyak, Transportation (effective 12-20-19)
 - Wesley Krueger, Custodian (effective 12-30-19)
 - Zach Chivers, para (effective 1-2-20)

Adopt School Board Norms of Engagement 2020.

First Smitley Second Peterson Yes X(7) No _____ Abst _____

1. ASPEN ACADEMY ACHIEVES INTELLECTUAL, SOCIAL AND CREATIVE GROWTH FOR ALL STUDENTS.

Program Services Committee (Stephanie Smitley)

- Director Report: The lottery was held beginning of the month. There will be a 5th section of K this year also due to the high number of students on the waitlist. Admin is looking to close enrollment this year on March 15th. The board has done this previously. It helps keep enrollment steady and from having students enroll in the last week or 2 of school to try and gain spots in front of those already on the waitlist for the next school year. Staff were given 3 calendar options (2 starting before Labor Day and 1 starting after). Staff chose to start prior since Labor Day is late this year. Program Service committee will

meet and discuss which of the remaining 2 options to implement. Busing – Dr. Freitag has asked PL transportation to let Aspen know early August when and where the bus stops will be so parents will have the information earlier than last year. Back to School Night will be Aug 26th 3:30-6:30.

- Motion: **Approve closing enrollment on March 15th for the 2019-2020 school year.**

First Allison Second Peterson Yes X(7) No _____ Abst _____

- Committee Report: The committee will be meeting tomorrow to review the calendar for next year.

2. ASPEN ACADEMY PRACTICES EXEMPLARY FINANCIAL AND OPERATIONAL MANAGEMENT.

Finance & Facility Committee (Rob Allison/Michael Faulise)

- Director Report: Went down to 2 custodians, no more night custodian. Duties have been split, rooms getting cleaned every other day, trash done daily. Seems to be working well.
- Committee Report: Committee was unable to meet last Friday due to the snowstorm. Will set another meeting for next week.
Presentation of Financials by David Kloskin. 50% year has gone by. Revenue at 43% and expenses at 43%. Days cash on hand – 33 and 73 (with receivables) and DSCR is 1.07. With ADM budgeted at 585 and some tweaks to the budget, Aspen is at a \$2,000 surplus. Fund balance is 20%. Lease aid is coming. Federal aid coming in soon. TAG is working on benefits to narrow down what exactly is being spent so there are no surprises at the end of the year. They will look at SpEd transportation again, which is running high. No questions on the check register.
- Motion: **Approve the December check register.**

First Peterson Second Smitley Yes X(7) No _____ Abst _____

- Motion: **Approve the line of credit up to \$150,000 with Propel Nonprofits with Director Connie Freitag and Treasurer Rob Allison as signers and witnessed by Stephanie Smitley, Board Secretary.**

First Smitley Second Peterson Yes X(7) No _____ Abst _____

3. ASPEN ACADEMY DEVELOPS AND RETAINS A HIGHLY-QUALIFIED STAFF AND BOARD

Board Elections, Responsibilities & Governance Committee (Stephanie Smitley/Misty Schutrop)

- Committee Report: The committee met last week to review policy 509, begin looking at bylaws to change the model during our next charter renewal, director evaluation process with a survey to go to staff and admin. Survey will be early March with a closed session in April. Program Services and Governance committees will work on annual review of those policies needing it. Policy 509, looked at another school's lottery policy and Aspenized it to fit Aspen's needs. See committee minutes on the website for more information.
- Motion: **Approve Policy 509 Application, Admittance, Enrollment and Lottery, 1st Read.**

First Smitley Second Allison Yes X(7) No _____ Abst _____

4. ASPEN ACADEMY MAINTAINS ENROLLMENT THROUGH RECRUITMENT AND RETENTION.

5. ASPEN ACADEMY DEVELOPS AND MAINTAINS STRONG STUDENT, PARENT, AND COMMUNITY PARTNERSHIPS

Marketing and Community Engagement Committee (Andrew Price/April Schafer)

- Committee Report: The committee did not meet. Andrew did find out that no signs or advertising is allowed on the parking lot fence or public fence. Nothing on the exterior is allowed, but anything on the interior is.

Strategic Planning Committee (Andrew Price/Michael Faulise/Stephanie Peterson)

- Committee Report: The committee did not meet, but will schedule a meeting soon.
- **Adjournment at 7:23pm**
- First Smitley Second Peterson Yes X(7) No _____ Abst _____